

# Policy on Student Dismissal

**CATEGORY:** Student – Administrative

**ISSUE DATE:** July 27, 2018

**LAST REVISION DATE:** March 14, 2022

**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

---

## Policy Purpose

The *Policy on Student Dismissal* outlines reasonable grounds and processes for dismissing a student from a Program or Course.

## Scope

This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position of the College.

## DEFINITIONS

*Natural Justice:* An individual's right to a fair and unbiased hearing prior to a decision that could impact them negatively. Three tenets of natural justice are adequate notice, a fair hearing and impartiality.

## Policy

### 1. REGULATIONS: STUDENT DISMISSAL

- 1.1. The College must have reasonable grounds for dismissing a student from a Program or Course.
- 1.2. The dismissal must take place in a fair and orderly manner.
- 1.3. In certain circumstances, the student who has been dismissed may be entitled to a refund.
- 1.4. Entitlement of applicable refunds are processed in accordance with the current *Policy on Refunds*.

### 2. GROUNDS FOR DISMISSAL

- 2.1. A student may be dismissed from a Program or Course for one or more of the following reasons:
  - ❖ Failure to provide documentation to support immigration status;
  - ❖ Failure to obtain the necessary visa to attend as an International Student;
  - ❖ Failure to comply with the academic and prerequisite requirements of any Program or Course.

### 3. RULES OF NATURAL JUSTICE

- 3.1. Prior to the dismissal of a student, Student Services must apply the rules of natural justice by ensuring that the involved parties have all had a fair opportunity to present relevant facts.
- 3.2. Student Services must provide written notification of the grounds for the dismissal to the student immediately after or within seven (7) calendar days of the decision to dismiss the student.

#### 4. FAILURE TO MEET FINANCIAL OBLIGATIONS

- 4.1. If a student fails to meet their financial obligations to the College, the College may suspend the student.
- 4.2. The College must notify the student in writing that he or she has:
  - 4.2.1. Failed to meet their financial obligations to the College;
  - 4.2.2. Has been suspended from attending classes; and
  - 4.2.3. Will not have access to College resources until the balance owing is paid.

#### 5. PROCESS FOR APPEALING A DISMISSAL

- 5.1. A student who has been dismissed may file an appeal in writing with the Registrar within seven (7) calendar days of the decision.
- 5.2. Within seven (7) calendar days of receiving the written appeal, the Registrar must send a written notification to the student and Student Services stating that they may submit written statements **or** request an in-person hearing within seven (7) calendar days from the date of the notification.
- 5.3. The Registrar must make a decision and provide the reasons for the decision in writing to the student within fourteen (14) calendar days of having receiving the written appeal or oral presentations, whichever occurs later.
- 5.4. The decision of the Registrar is final. This final decision will not detract from any party's right to pursue the matter through other appropriate legal means.

### Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1007 – Student Dismissal Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of administrative oriented policies under the Student Policies category.